

STAFF SERVICES MANAGER I  
HUMAN RESOURCES AND BUSINESS SERVICES UNIT  
SUPPLEMENTAL QUESTIONNAIRE

Name of Applicant:	Date:
Class Title:	Department/Division/Section:
Staff Services Manager I	Water Resources/Flood Management

INSTRUCTIONS:

This non-confidential Supplemental Questionnaire is designed to elicit information regarding each applicant's abilities, knowledge, and experience in relation to the Staff Services Manager I (SSM I) position in the Administrative and Program Analysis Branch of the Division of Flood Management.

On the sheets provided, please complete this questionnaire and identify a reference who can verify your knowledge and/or experience with regard to each question. If there is a question regarding experience that you do not have, include examples of similar experience that would demonstrate your ability or potential to perform the specific function. Please limit your answers to one page per question.

This information will be used in conjunction with the interview to assist the interview panel in determining the most qualified candidate for the SSM I position.

1. Please describe your experience or knowledge of the State's human resources program. Give specific examples of your involvement in recruiting and hiring personnel into the State civil service workforce.

2. Please describe your supervisory and/or leadership experience. Cite specific examples that demonstrate your ability to train staff, improve employee morale, distribute workload, and monitor staff performance.

3. Please describe your experience with or knowledge of the State's performance management program. Cite specific examples of your involvement in any phase of the discipline process.

4. Describe a work situation in which you were under pressure due to deadlines, changes in staff or budget resources, or organizational changes. What was the situation, what did you do, and what was the outcome?